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S. O. PROCEDURE GUIDE NO. 5/15

REQUESTING CRYPTOGRAPHIC STAFF COMMUNICATIONS

1. The Foreign Branch will, as part of the original planning for any new station which requires cryptographic communications in any form, submit a formal request to COMMO for such communications.

2. The following information should be included in the Foreign Branch's request;

- a. Name and location of new station.
- b. Status of station (i.e., whether station, sub-station, etc.)
- c. Points with whom new station should have direct cryptographic contact (i.e., direct contact only with OSO-Washington, or others).

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- g. Number of persons to be assigned in field.
- h. Number of persons who will actually open station.
- i. Expected activation date of station.
- j. Any other pertinent information.

3. Upon receipt of the request, COMMO will make a study of the existing crypto traffic patterns between the points where crypto contacts are desired to determine if the requested facilities can be securely provided with the appropriate degree of communications cover.

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Name: MARGARET R. EHRMANTHAUT  
Date: 11/30/65

4. After this study has been made, COMMO will notify the Foreign Branch whether or not the requested crypto facilities can be established for the station.

5. It is the responsibility of the Foreign Branch to keep COMMO advised of any changes in, or cancellations of, the plans for opening a new station and of any changes in status of personnel who have been scheduled to open the station.

6. Discussions relative to the establishment of cryptographic communications for OSO stations will be held by the Foreign Branch and COMMO.

7. It will be the responsibility of COMMO to determine by what means cryptographic material will be made available at the new station when feasible and securely possible, considering the desires of the Foreign Branch concerned. In case the Station Chief must carry materials with him, COMMO will so notify CPB in writing at least thirty days before the estimated day of his departure. CPB will arrange appointment as a diplomatic courier.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

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Executive Secretary

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